

## **Program A: Administration**

Program Authorization: R.S. 42:1101 et seq. (Code of Governmental Ethics); R.S. 18:1481 et seq. (Campaign Finance Disclosure Act); R.S. 24:50 et seq. (Lobbyist Registration and Disclosure Act)

### **Program Description**

The mission of the Ethics Administration Program is to administer and to enforce Louisiana's conflicts of interest legislation, campaign finance registration and reporting requirements and lobbyist registrations and disclosure laws to achieve compliance by government officials, public employees, candidates and disclosure laws to achieve compliance by governmental officials, public employees, candidates and lobbyists and to provide public access to disclosed information.

I. Improve the level of education and awareness by public servants in order to ensure compliance with conflicts of interests standards, campaign finance disclosure requirements and lobbyist registration and disclosure requirements.

II. Improve the efficiency of the staff in handling matters to be presented to the Board in a timely manner.

III. Enhance timely public access to disclosed information.

The Board of Ethics is statutorily charged with the responsibility of interpreting, administering and enforcing the Code of Governmental Ethics, the Campaign Finance Disclosure Act (CFDA), the Louisiana Lobbyist Registration and Disclosure Act (LRDA), and the Louisiana Elections Integrity Law. The Board of Ethics exercises jurisdiction over all state and local elected officials, all non-elected state and governmental officials, appointees and employees and over any other person who engages in statutorily proscribed conduct.

The EAP provides clerical, budget, administrative, personnel, legal, education, training, data processing and technical support to the Board of Ethics and with respect to:

1. Implementing a broad based information distribution and education program;
2. Rendering advisory opinions;
3. Conducting field investigations and preparing investigation reports;
4. Conducting public hearings;
5. Defending the Board of Ethics in litigation at all state and federal levels;
6. Developing, publishing and distributing forms and information material and booklets to candidates, political committees, lobbyists, and other persons required to comport with the provisions of the CDFA and LRDA;
7. Receiving, copying, indexing, recording and monitoring disclosure reports and related forms and materials;
8. Receiving electronically filed disclosure reports through Internet or diskette; receiving, logging, indexing and scanning all disclosure reports for Internet access;
9. Auditing and related compliance examination of CDFA and LRDA reports as well as other disclosure reports filed;
10. Developing and administering both adjudication and litigation procedures for redressing violations and otherwise insuring compliance with CFDA and LRDA requirements; and,
11. Providing training and educational services to elected officials, public employees, candidates, political committees, lobbyists, and the general public on the provisions of the laws administered by the Board of Ethics.

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$1,147,002	\$1,153,783	\$1,153,783	\$1,186,457	\$1,197,417	\$43,634
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	55,000	55,000	55,000	65,010	82,764	27,764
Statutory Dedications	0	0	0	9,408	9,408	9,408
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<b>\$1,202,002</b>	<b>\$1,208,783</b>	<b>\$1,208,783</b>	<b>\$1,260,875</b>	<b>\$1,289,589</b>	<b>\$80,806</b>
EXPENDITURES & REQUEST:						
Salaries	\$749,316	\$665,750	\$665,750	\$690,167	\$807,411	\$141,661
Other Compensation	24,322	30,590	30,590	30,590	30,590	0
Related Benefits	120,714	145,023	145,023	166,999	177,997	32,974
Total Operating Expenses	236,897	234,431	235,812	236,886	145,986	(89,826)
Professional Services	21,600	31,381	30,000	30,000	30,000	0
Total Other Charges	47,311	101,608	101,608	106,233	79,118	(22,490)
Total Acq. & Major Repairs	1,842	0	0	0	18,487	18,487
TOTAL EXPENDITURES AND REQUEST	<b>\$1,202,002</b>	<b>\$1,208,783</b>	<b>\$1,208,783</b>	<b>\$1,260,875</b>	<b>\$1,289,589</b>	<b>\$80,806</b>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	22	20	20	20	20	0
Unclassified	0	0	0	0	0	0
<b>TOTAL</b>	<b>22</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>0</b>

## SOURCE OF FUNDING

This program is funded by State General Fund and Fees and Self-generated Revenues. The Fees and Self-generated Revenues are derived from filing fees for all political action committees authorized by R.S. 18:1505: funds collected for providing copies of Campaign Finance Disclosure reports, transcripts, etc. The Statutory Dedications are from the Deficit Elimination/Capital Outlay Escrow Replenishment Fund (Per R.S.39:137) (Per R.S. 39:36B.(8), see table below for a listing of expenditures out of each Statutory Dedicated fund).

	<b>ACTUAL</b>	<b>ACT 12</b>	<b>EXISTING</b>	<b>CONTINUATION</b>	<b>RECOMMENDED</b>	<b>RECOMMENDED</b>
	<b>2000-2001</b>	<b>2001-2002</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2002-2003</b>	<b>OVER/(UNDER)</b>
						<b>EXISTING</b>
Deficit Elimination Fund	\$0	\$0	\$0	\$9,408	\$9,408	\$9,408

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
<b>\$1,153,783</b>	<b>\$1,208,783</b>	<b>20</b>	<b>ACT 12 FISCAL YEAR 2001-2002</b>
			<b>BA-7 TRANSACTIONS:</b>
\$0	\$0	0	None
<b>\$1,153,783</b>	<b>\$1,208,783</b>	<b>20</b>	<b>EXISTING OPERATING BUDGET - December 20, 2001</b>
\$11,223	\$17,266	0	Annualization of FY 2001-2002 Classified State Employees Merit Increase
\$6,941	\$10,679	0	Classified State Employees Merit Increases for FY 2002-2003
\$40	\$40	0	Risk Management Adjustment
\$0	\$18,487	0	Acquisitions & Major Repairs
\$82,731	\$127,278	0	Salary Base Adjustment
<b>(\$88,156)</b>	<b>(\$135,625)</b>	0	Salary Funding from Other Line Items
\$0	\$9,408	0	Group Insurance Adjustment
\$26,365	\$26,365	0	Workload Adjustment - Rent and moving expenses for move from La. Retirement Building to La. Housing Finance for Ethic Administration
\$4,490	\$6,908	0	Other Adjustments - Civil Service Training Series Adjustment
<b>\$1,197,417</b>	<b>\$1,289,589</b>	<b>20</b>	<b>TOTAL RECOMMENDED</b>
<b>(\$1,195,387)</b>	<b>(\$1,195,387)</b>	<b>(20)</b>	<b>LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS</b>
<b>\$2,030</b>	<b>\$94,202</b>	<b>0</b>	<b>BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003</b>
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE SUSPENSION OF EXEMPTIONS TO THE 1% SALES TAX BASE:
\$1,195,387	\$1,195,387	20	Funding provided for salaries of twenty (20) positions and operational expenses in the Administration Program
<b>\$1,195,387</b>	<b>\$1,195,387</b>	<b>20</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE</b>
<b>\$1,197,417</b>	<b>\$1,289,589</b>	<b>20</b>	<b>GRAND TOTAL RECOMMENDED</b>

## **PROFESSIONAL SERVICES**

\$30,000 Computer consultant to provide technical assistance of local area network for electronic filing of campaign finance reports

**\$30,000 TOTAL PROFESSIONAL SERVICES**

**OTHER CHARGES**

\$63,037 Computer maintenance for electronic filing and the internet

**\$63,037 SUB-TOTAL OTHER CHARGES**

**Interagency Transfers:**

\$2,663 Civil Service Fees

\$283 Comprehensive Public Training Program Fees

\$4,625 Risk Management Fees

\$8,510 Office of Telecommunications Management Fees

**\$16,081 SUB-TOTAL INTERAGENCY TRANSFERS**

**\$79,118 TOTAL OTHER CHARGES**

## **ACQUISITIONS AND MAJOR REPAIRS**

\$18,487 (8) Personal computers and (8) conference chairs

\$18,487 **TOTAL ACQUISITIONS AND MAJOR REPAIRS**